

7 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
7 September 1973

1. Co-op Salaries: We are remaining competitive generally on co-op salaries according to a study of 109 organizations surveyed by Virginia Polytechnic Institute. The average monthly pay to co-ops by these organizations, by work periods, in comparison to CIA for engineers is listed below. (Co-op students are frequently enrolled in a five-year course. During that time they spend about seven work periods with the employer and the remainder of this time taking formal courses.)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Average	\$526	\$533	\$578	\$611	\$640	\$670	\$701
CIA	\$510	\$573	\$573	\$641	\$641	\$714	\$793

2. OBGI Co-op: We have placed our first applicant in process for OBGI's new co-op program in cartography.

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4. Operational Support: Acting Chief, Contract Personnel Division met with the manager of the Silver Spring Social Security Office for the purpose of consolidating three social security alias and true name accounts.

5. Retirement Seminar: Chief, Retirement Affairs Division met with Mr. Grover Rees, Director of Training for Reynolds Securities. The objective of the meeting was to assess Mr. Rees as a suitable speaker for the Retirement Seminar which will be conducted on four consecutive mornings

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(Tuesday through Friday), 30 October - 2 November. Mr. Rees, who is highly recommended by our counterpart in the State Department, appears to be a good bet, but no commitment has yet been made.

6. Position Management: A procedures manual covering the coding of staffing complement data for machine input is being developed.

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7. Military Reserve: [REDACTED], Chief, Military Personnel Branch, served as host and escort officer for Colonel Ernest J. Dufresne, McDill Air Force Base, who visited the Agency on 5 September and met with 12 Agency military reservists to discuss active duty training opportunities at McDill Air Force Base.

8. Rehired Annuitant: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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[REDACTED] -- Office of Training -- Independent Contractor -- two-month contract.

9. Longevity Awards Ceremony: Tickets for the 18 September ceremony have been received from Printing Services Division and will be distributed to the various offices early next week.

10. VIP: Another meeting of the VIP task force was held to consider the problem of reimbursement for personnel salaries. The next step will be to draft a report which the committee will polish up prior to submitting to higher authority.

11. All-Star Game: About 400 people, including wives, children and friends, attended the third annual Agency all-star softball game on 30 August 1973.

Coming Events

1. Military Reserve: The first meeting of the 1973-1974 training year for the Agency's Military Reserve Program will be held at 1745 hours on Monday, 10 September, in the auditorium. I will be the opening speaker.

2. Recruiters' Conference: The annual Recruiters' Conference will be held 10-14 September.

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3. Co-op Program: [REDACTED] will be at the University of Missouri at Rolla on 12 September to recruit for engineers and others studying in scientific disciplines.

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[REDACTED]

5. Position Management: We expect to concentrate on our review of the revised FY 1974 staffing complements in the Directorate of Science and Technology during the next week. Work will continue on the NPIC and OSR surveys.

/s/ John F. Blake

John F. Blake
Director of Personnel

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